



City of Fergus Falls Committee of the Whole Agenda

April 14, 2021

7:00 am

City Council Chambers

Due to the COVID-19 pandemic, some or all members of the Fergus Falls City Council, will participate in the April 14, 2021 Committee of the Whole meeting via zoom or telephone rather than by being personally present at the regular meeting place at 112 W Washington Avenue.

Members of the public can monitor the council meeting by logging into zoom

<https://us02web.zoom.us/j/6667456876>

Meeting ID: 666 745 6876

Members of the public can also use the call in number of 312 626 6799

After the meeting has concluded, it can also be accessed through the city's You Tube channel

<https://www.youtube.com/channel/UCDF-uPf-xwIfdqZURg578DA>

A. Call to Order

B. Roll Call

C. Discussion Items

1. Soccer Field Use Fees

Len Taylor

Requested Action: Recommendation to the council to exempt the Fergus Falls Youth Soccer Association from field use fees

2. Bicycle/Pedestrian Master Plan Update

Len Taylor

Requested Action: Recommendation to the council to accept the bicycle and pedestrian master plan

3. Airport Entitlement Funds

Brian Yavarow

Requested Action: Recommendation to the council to authorize the transfer of FFM Airport Entitlement funds to the Red Wing Regional (RGK) Airport

4. 1222 N Tower Road

Brian Yavarow

Requested Action: Recommendation to the council to authorize the solicitation of quotes and authorize staff to execute a storm water drainage easement for the property located at 1222 N Tower Road

5. PI 5337 & PI 5338

Brian Yavarow

Requested Action: Recommendation to the council to initiate PI 5337, the 2021 mill and overlay improvement project and PI 5338, the 2021 seal coat improvement project and order the plans and specifications for each project

6. MSAS Mileage

Brian Yavarow

Requested Action: Recommendation to the council to revoke the MSAS Route No. 120 & 140

D. Additional Agenda Items

E. Announcements

April 19 5:30 pm

City Council Meeting

April 28 7:00 am

Committee of the Whole Meeting

Adjourn



Council Action Recommendation

Page 1 of 1

Meeting Date: 4-14-21

Subject: Fee schedule (Youth Soccer)

Recommendation: Declare the Fergus Falls Youth Soccer Association exempt from paying field use fees.

Background/Key Points: When the fee schedule was discussed last year, there was discussion about an exemption for Youth Baseball from paying field use fees but inadvertently, the discussion stopped short of including Youth Soccer. Giving the Youth Soccer program the same exemption from field use fees would be equitable to the Soccer program.

Budgetary Impact: None-neither group have been paying field use fees.

Originating Department: Public Works (Parks Div.)

Respectfully Submitted: Len Taylor

Attachments:



Council Action Recommendation

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Meeting Date: 4-14-21

Subject: Update on the Bicycle/Pedestrian Master Plan

Background/Key Points: In June 2020, the city engaged the firm “Community Design Group” to complete a Bicycle and Pedestrian master plan. Antonio Rosell, of Community Design Group along with input from a citizen working group, a number of staff and a council rep. have been meeting monthly to work on the plan. Also, used in the plan development, have been aspects of public engagement including a survey, via social media and an on-line open house.

Budgetary Impact: To date, the city has paid CDG \$19,830.00.

Originating Department: Community Dev./Engineering/Public Works

Respectfully Submitted: Len Taylor

Attachments:



Council Action Recommendation

Page 1 of 2

Meeting Date:

April 14, 2021 – Committee of the Whole

April 19, 2021 – City Council

Subject:

FFM Airport Entitlement Transfer Request

Recommendation:

- Authorize the transfer of FFM Airport Entitlement funds to the Red Wing Regional (RGK) Airport

Background/Key Points:

The Fergus Falls Municipal Airport receives \$150,000 per year of Federal Aviation Administration (FAA) entitlement funding to use towards justified and eligible projects at the FFM airport. The City can accrue up to four years of entitlement funds (\$600,000) to put towards a larger airport development projects. If entitlement funds are not used within four years, they are turned back to the FAA and added to the FAA discretionary funding account which can be used for a project in any airport across the country.

With the overall increase in project construction costs, Minnesota airport communities have the option to transfer their entitlement dollars to another Minnesota community which may need additional FAA funding. This ability to transfer funding allows the funding to stay in Minnesota and help neighboring communities.

The City currently has a FAA entitlement balance of \$150,000. There is no project planned for federal fiscal year 2021. In year 2022 the City planning a pavement maintenance project.

Since the City does not need access to their FAA entitlement balance this year, the Red Wing Regional Airport is requesting a transfer of funds in the amount of \$150,000 from the City of Fergus Falls in 2021 to aid in funding construction of an Apron Expansion project. As part of the transfer agreement, Red Wing agrees to pay back the \$150,000 next year. This would give the City the necessary funding back to pursue the pavement maintenance project in federal fiscal year 2022.

The attached form (5100-110) is needed for the FAA to make the transfer of entitlement dollars between the Fergus Falls Municipal Airport and the Red Wing Regional Airport. A similar agreement will be signed next year to repay the funds from the Red Wing Regional Airport to the Fergus Falls Municipal Airport.

Budgetary Impact:

General staff time.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

FAA Form 5100-110



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: City of Fergus Falls, MN

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Fergus Falls Municipal Airport (FFM)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Nonprimary	2021	\$ 150,000.00
Total		\$ 150,000.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Red Wing Regional Airport (RGK)

Name of Receiving Airport's Sponsor: Red Wing, MN

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this day of ,

Name of Sponsor: City of Fergus Falls

Name of Sponsor's Authorized Official: Brian Yavarow

Title of Sponsor's Authorized Official: City Engineer

Signature of Sponsor's Authorized Official: _____

Certificate of Transferring Sponsor's Attorney

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of _____ . Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at _____ (City, State),
this day of ,

Signature of Sponsor's Attorney: _____



Council Action Recommendation

Page 1 of 1

Meeting Date:

April 14, 2021 – Committee of the Whole

April 19, 2021 – City Council

Subject:

1222 N. Tower Road West Tool & Design Building Expansion

Recommendation:

- Authorize the solicitation of quotes
- Authorize staff to execute a storm water drainage easement

Background/Key Points:

Representatives of West Tool & Design Building contacted City staff in regards to a building expansion (80'x60') on their site. We determined modifications to storm sewer runoff are needed to facilitate the proposed building and site improvements.

Currently, storm water runoff from the 1st Avenue N. cul de sac drains via a street curb cut onto West Tool & Design's property and then flows overland across the property into the adjacent RR R/W. The proposed building expansion would inhibit this drainage and possibly create property damage if not addressed. Because of this, staff is proposing the installation of a catch basin in the cul de sac with piping to convey the runoff away from the proposed building. Please refer to the attached exhibit for additional detail.

Once quotes are received, staff will present them to this Council for final approval. Contingent on the building expansion schedule and quotes received, staff will recommend how to proceed with this work. A drainage utility easement will also need to be developed and recorded in conjunction with this work. The owner indicated their willingness consent to the said easement.

Budgetary Impact:

The estimated construction cost is \$33,000. The storm sewer enterprise fund is the proposed funding source.

Originating Department:

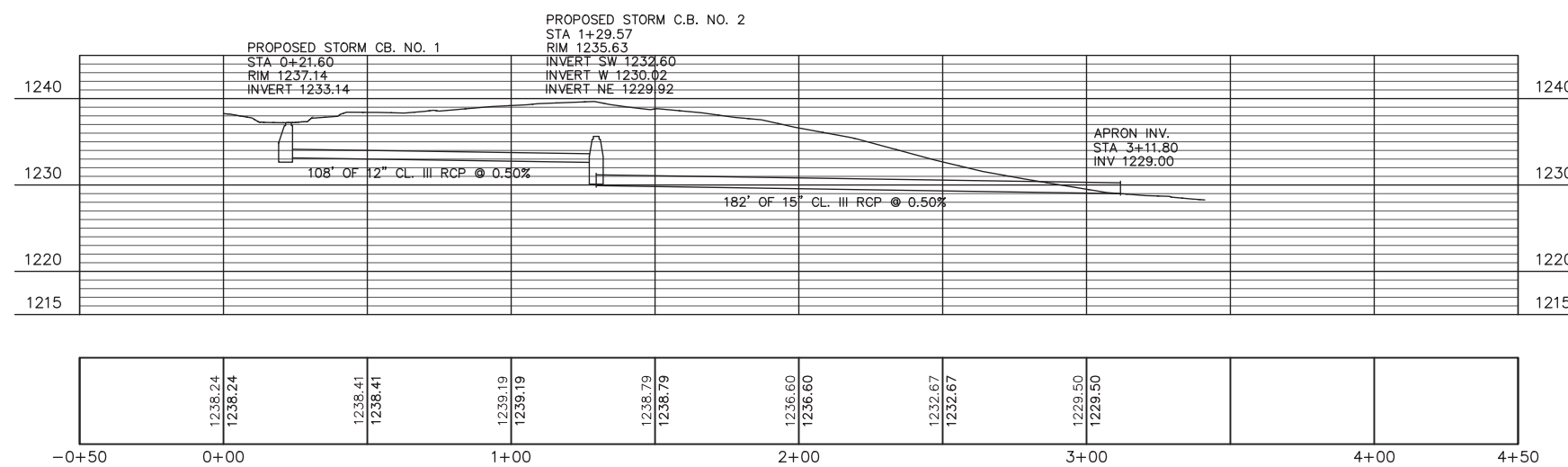
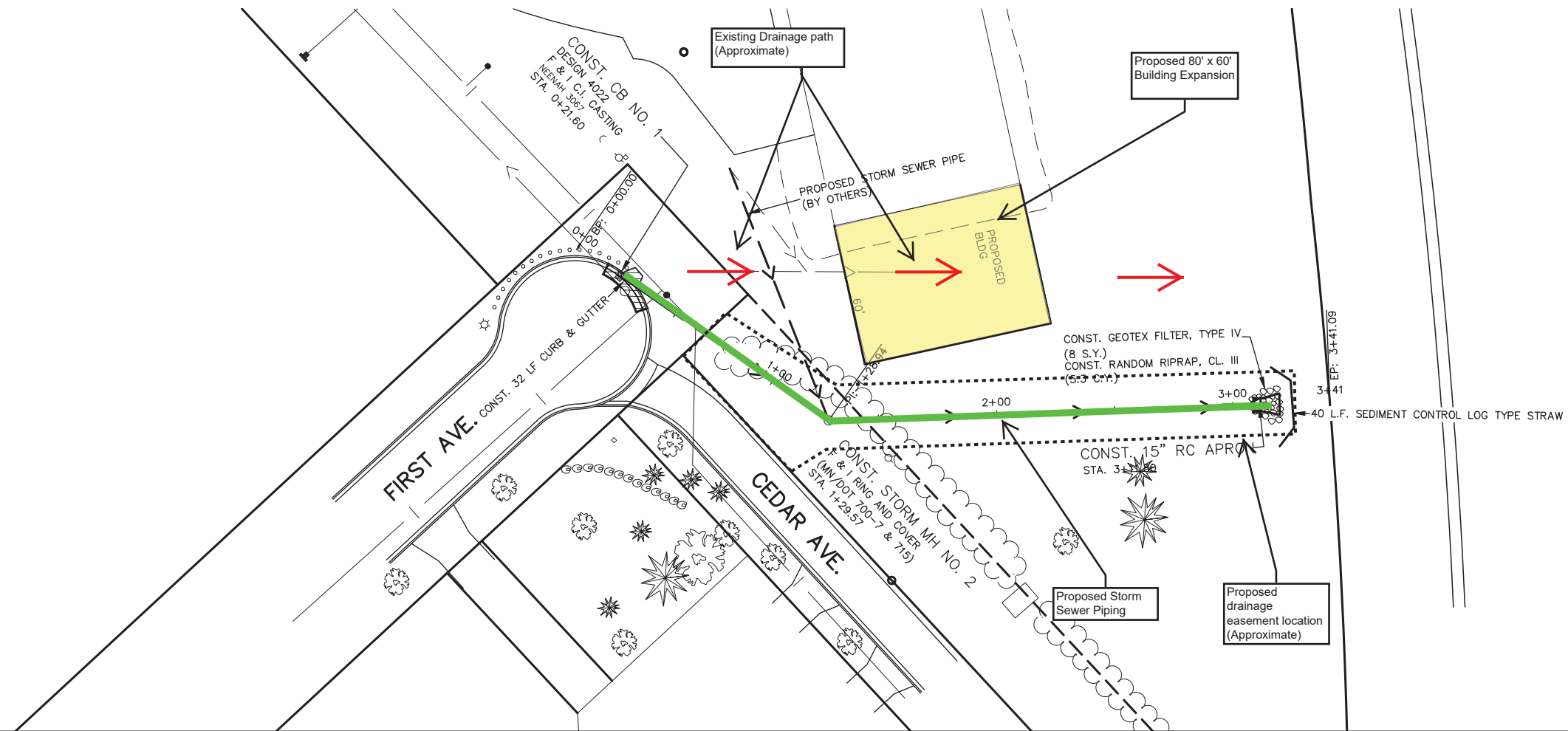
Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Plan sheet



REVISION			
No.	Date	By	Description

CITY PROJ. NO.	PUB. IMP. NO.	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DESIGN	7766	
BIT. AREA = 36'-5 TON	DATE: 2021	
CHECKED BY: _____	DRAWN BY: TH _____	CITY ENGINEER REG. NO. 48363

CITY OF FERGUS FALLS, MINNESOTA
ENGINEERING DEPARTMENT

FIRST AVE. & CEDAR AVE.
INTERSECTION TO R.R.



Council Action Recommendation

Page 1 of 2

Meeting Date:

April 14, 2021 – Committee of the Whole

April 19, 2021 – City Council

Subject:

PI 5337 – 2021 Mill & Overlay Improvement Project

PI 5338 - 2021 Seal Coat Improvement Project

Recommendation:

- 1) Initiate Public Improvement No. 5337 - 2021 Mill & Overlay Improvement Project
- 2) Order the project plans and specifications for PI No. 5337
- 3) Initiate Public Improvement No. 5338 - 2021 Seal Coat Improvement Project
- 4) Order the project plans and specifications for PI No. 5338

Background/Key Points:

City staff has been evaluating local street candidates that will receive a bituminous overlay and seal coat application. The street locations shown on the attached map are potential candidates for 2021. Please note, the streets highlighted may not all be completed due to budgetary constraints and the existing conditions of the streets.

These two (2) types of street applications are preventative maintenance strategies contracted on an annual basis throughout the City. Per City policy, sidewalk pedestrian ramps will be improved to meet ADA standards in neighborhoods that receive a bituminous mill & overlay.

If acceptable, staff will prepare the project plans and cost estimates prior to requesting authorization to advertise for bids. This work should be completed by September 2021.

Budgetary Impact:

The estimated construction cost have not been completed at this time however, will be selecting street segments accordingly in consideration of the City's 2021 budget levy amounts. Bituminous mill & overlay are budgeted for \$244,800 and \$129,600 for seal coat applications. These budget amounts include general engineering and contingency costs.

Staff will identify additional street segments that could possibly be added into the contract if favorable bid prices are received.

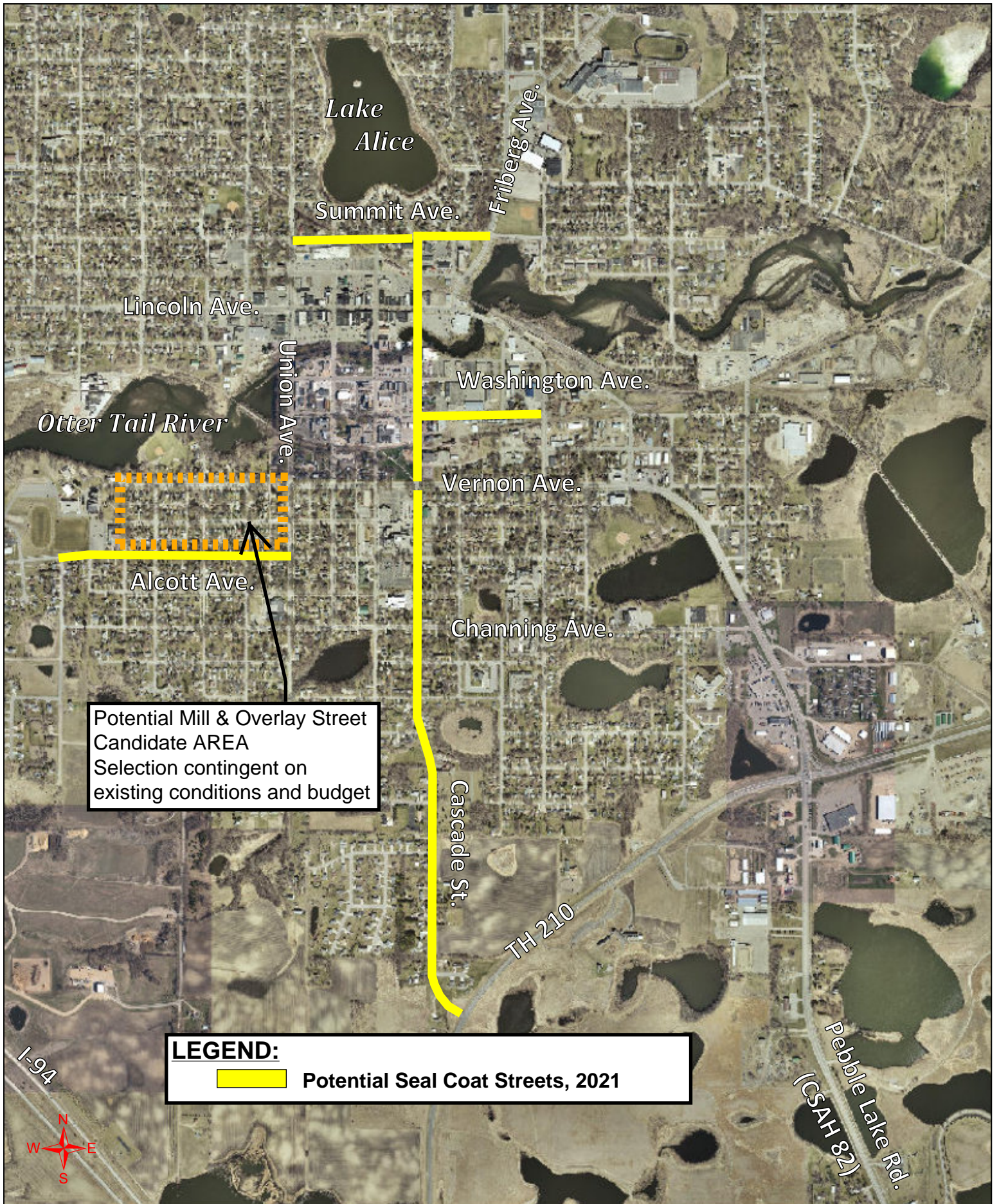
Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:
Location Map





Council Action Recommendation

Meeting Date:

April 14, 2021 – Committee of the Whole
April 19, 2021 – City Council

Subject:

City MSAS Mileage Adjustment

Recommendation:

- Revoke the MSAS Route No.s 120 & 140

Background/Key Points:

In April 2019, the City and Otter Tail County completed the jurisdictional street swap within the City limits. As a result of the the City has a reduced overall Trunk Highway Turnback mileage. This “category” of street mileage is considered to be over and above the maximum 20% limit on total street mileage in Fergus Falls allowed on the Municipal State Aid Street (MSAS) System. With the reduction of mileage in this particular category it is necessary to reduce our corresponding overall MSAS System mileage by 0.60 miles to remain in compliance with the MSAS Rules.

After reviewing our current MSAS System map I recommending remove the following streets in order to reduce our total MSAS System mileage. These streets have not received any recent MSAS funding and thus do not require any proportional reimbursement of said funding. These streets also have the lowest traffic counts.

<u>ROUTE NO.</u>	<u>STREET</u>	<u>LOCATION</u>	<u>MILEAGE</u>
MSAS 120	Sherman Street	Lincoln Avenue to Washington Avenue	-0.08 miles
MSAS 140	Douglas Avenue	Pebble Lake Road to Trunk Highway 210	-0.53 miles
Total mileage reduction to MSAS System			-0.61 miles

With the completion of this action the City would have +0.01 miles of street available for future designation on the MSAS System. I approved, a resolution will be sent to the State for the Commissioner to approve.

Budgetary Impact:

General staff time.

Originating Department:

Engineering Department

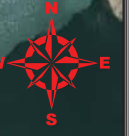
Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Jurisdictional Street Swap Map

CITY OF FERGUS FALLS & OTTER TAIL COUNTY ROUTE SWAP EXHIBIT



Legend

- MSAS 137
- MSAS 104
- MSAS 125
- CSAH 25
- CSAH 1

MSAS Route 120
(Sherman)
Revoke 0.08 Miles

MSAS Route 140
(Douglas)
Revoke 0.53 Miles